

All ACMs and AMSs - Clinical and Sales Managers	Exempt (Salaried) Employees	PTO During Resignation Period
<p>When a direct report terminates, the ACM and AMS will <b>immediately</b> email the manager responsible for entering their time into Kronos (for example, the LCM.)</p> <p>The email is to include (a) the last day the employee should be paid through and (b) if any pre-approved PTO and/or Floating Holidays will be used during resignation period.</p> <p>If payment errors occur, the ACM or AMS will be required to forward their email to Human Resources.</p>	<p>As long as a salaried employee's name appears in Kronos, a paycheck will be automatically generated in error – as hours are attached to the exempt employee's name.</p> <div data-bbox="604 604 1013 863" style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p><b>Important!</b> If a salaried employee has terminated employment, <b>the manager responsible for Kronos must manually remove the hours prior to payroll processing.</b></p> </div>	<p>If any PTO and/or Floating Holidays occur during a resignation notice period, the appropriate HR Representative <b>must</b> pre-approve if the PTO and/or Floating Holidays will be paid.</p> <p>Note: PTO <i>cannot</i> be used to extend the termination date.</p> <p>Also, a termination date <i>cannot</i> fall on a Holiday, PTO, or Floating Holiday date.</p> <p>The manager should contact Payroll immediately since some states require payout of PTO &amp; last check on the last day of work.</p>

## Dates Must Match in MSS

The following 3 dates must match:

1. **MSS Effective Date**
2. **MSS Termination Date**
3. **Kronos Timesheet**

**Important!** If these dates do NOT match (or are not within the 3 consecutive days for job abandonment), **an explanation must be included in a message within MSS.** To add an MSS message, see next section.

**Job abandonment example.** *Abandon* means an employee has been absent (no call/no show) for 3 consecutive days and should be terminated on the 4<sup>th</sup> consecutive day. Therefore, if the day difference is more than 3 consecutive days, the direct supervisor/manager must email the next level manager – the reason why this day range is more than 3 days. Then, the next level manager must post this message into MSS. To add an MSS message, see next section.

## Entering an MSS Message

First level managers cannot enter a message in MSS. Therefore, the MSS message must be created by the next (second) level manager. If a first level manager requires adding a message to MSS, they must email the message to the next level manager. Then, the next level manager can add a message into MSS.

**Important!** A message must be added *before the status change is approved.* After it is approved, the status change will leave the 2<sup>nd</sup> level manager's Inbasket – which prevents adding a message to it.

### To enter a message within MSS:

1. In MSS's Inbasket, click **Level 1 Approval**.
2. Click the *Work Unit* or employee's name – to have the message attached.
3. In the *Status Change Approval* window, select **Messages**.
4. Click **Add Message**.
5. Type your name and your message.
6. Click **Add**.



## Terminate an Employee in MSS

**Need help?** Managers who have questions on this process should contact their manager or their appropriate Human Resources Manager for direction **before** submitting a status change involving termination of employment. **IMPORTANT:** Timeliness of termination entries and approval is necessary for COBRA compliance.

If you receive technical errors when entering the termination, please contact HRIS at [hris@rotech.com](mailto:hris@rotech.com). Due to payroll processing, MSS status changes will not work on Tuesdays or Wednesdays (you will receive an error).

### To terminate an employee in MSS:

1. Click **Personnel Actions**. Click on the employee's name.
2. Type the **Effective Date** of the termination and click **Status Change**. Remember this date – as it will be used in another step (listed below.)
3. In the *Status Change* window, complete the fields:
  - **Reason 1.** Select a reason code for the termination.
  - **Reason 2.** Always leave blank.
  - **Status.** Select either TI (for Termination Involuntary) or TV (for Termination Voluntary.)

**Important!** The *Status* field (i.e. TI or TV) must match the *Reason 1* field entered. That is, if *Reason 1* is for an **Involuntary** Reason code, the *Status* must be TI (for **Involuntary** Termination.)

Also, if you are initiating an Involuntary Termination (TI), you are required to have HR approval (for example, from your **DHRM or HR Manager**) **prior to entering into MSS**. For an Voluntary Termination (TV), you should always get it in writing via email, fax or letter. Employees can use the [HR 506 Resignation Letter](#).

- **Termination Date.** *Termination Date* must match the *Effective Date* (shown in the image above) and match the Kronos timesheet. If not, see *Dates Must Match* section on previous page.
  - **Last Day Paid.** Always leave blank.
  - **Adjusted Hire Date.** Always leave blank.
4. Click **Update**. You must look at the bottom of your screen to ensure that there were no errors and that the Status Change was accepted.
  5. Follow up with next level manager – to verify they received the status change in their MSS Inbasket.
  6. The next level manager must verify the MSS Termination Date matches the Effective Date and Kronos timesheet – *before approving the status change*.

### Termination Reasons – Choose ONLY from this list of TI or TV reasons

Involuntary (TI Status)		Voluntary (TV Status)	
Reason Code	Reason Description	Reason Code	Reason Description
Attendance	TI - Absenteeism or Tardiness	Abandon	TV - Job Abandonment
Background	TI - Failure of Background/Reference Check	Benefits	TV -Dissatisfied w/ Benefits
Closure	TI - Facility Closure	Career	TV -Dissatisfied w/ Career Opportunities
Compliance	TI - Violation of Government Regulations	Conditions	TV -Dissatisfied w/ Working Conditions
Conduct	TI - Violation of Work Rules	Conversion	TV -Refusal to convert to FT
Death	TI - Employee is Deceased	Education	TV -Return to School
Drug-Alc	TI - Refusal/Failure of Drug/Alcohol Test	Family	TV -Marriage, Birth or Family
FMLA	TI - Failure to Return from FMLA	Health	TV - Employee's Personal Health
LOA	TI - Failure to Return from LOA	Licensure	TV -Failure to Maintain License
Military	TI - Failure to Return from Military	Management	TV -Dissatisfied w/ Management
Perform	TI - Unsatisfactory Performance	Pay	TV -Dissatisfied w/ Pay
RIF	TI - Reduction in Force	Relocation	TV -Moving Out of Area
Temporary	TI - End of Temporary Assignment	Retirement	TV -Retirement from Work
WC	TI - Failure to Return from Worker's Comp	Schedule	TV -Dissatisfied w/ Work Schedule
		Walk Off	TV -Walk off the job
		Work	TV -Dissatisfied w/ Type of Job

## Process A Final Paycheck – If Required Before Next Payday

To process a final paycheck if check is required before the next payday:

1. **Contact your Payroll Processor for your location 48 hours in advance** via phone and/or e-mail. If you send an email, follow up with a phone call for confirmation of receipt.

Note: MSS downloads do not come over immediately to Payroll.

2. Print and sign off the Kronos timecard.
3. Forward the signed Kronos timecard to your Payroll Processor.
4. Delete the hours in Kronos.
5. Enter the employee's termination immediately in MSS using the STATUSCHANGE function.

**Important!** Delete Kronos hours only AFTER printing the timecard – as this prevents the terminating employees' Kronos hours from coming over again during the regular pay period. **If hours are not in Kronos, submit a signed manual timesheet \***.

**Reminder!** You may have to continue signing off on a terminated employees' timecard if their name has not been removed from Kronos.

- **Salaried employee** – delete the hours *before* signing off. See *Important Note* on page 1 *Exempt (Salaried) Employees* section – as a salaried employee will continue to receive a paycheck if the manager does NOT manually remove the salaried employee's hours.
- **Hourly employee** – no time punches should be listed; you will still have to sign off.

**Note:** If the employee is not dropped from Kronos by the following pay period, contact your HR Rep or Corporate HR immediately.

6. Fax a cover sheet to your Payroll Processor along with the following information:
  - Employees' term date
  - Instructions of where the final check should be sent
  - Name of person who is to receive the check – if check is sent to the Location
  - Manual timesheet \*

### Additional Payroll Notes

**Notification.** In order to get a check to the employee on time, Payroll needs 48 hours notice or more when possible.

**PTO.** PTO should NOT be used to extend the termination date. The termination date will usually be the last day worked or if a notice is being paid, it will be the last day of the notice period.

**Important!** PTO does NOT get paid out in all States. PTO is only paid out in those states that have requirements. California is the only state that requires Floating Holidays and PTO to be paid out.

**PTO Payout.** PTO being paid out per state requirements should NOT be put on the manual timesheet \* or Kronos timecard. PTO pay out will be handled by Payroll. Provided the termination has been processed properly in MSS, the manager does not need to do anything at this point – as Payroll will be notified by HR via a Daily Transaction Report. Once the former employee appears on this report, a manual check is sent out to the former employee with any PTO and or FHL (CA) that may be owed.

\* **Manual Timesheet.** To obtain a manual timesheet, go to the Home Page, Forms, Human Resources / Payroll section and click **New Hire Manual Timesheet – HR 536**. Afterwards, you will need to complete and fax the form to Payroll at (407) 297-6221 by Monday morning of the employee's pay week.

**Final Payment Schedule (as of August 15, 2007)**

	In-Voluntary term	Voluntary Term	PTO	FHL	
Alabama	No provision	No provision	No	No	
Arizona	3 working days	Next regular payday	No	No	
Arkansas	7 working days	Next regular payday	No	No	
<b>3 working days or if at least 3 days notice given</b>					
California **	Immediately	- Immediate	Yes	Yes	
Colorado**	Immediately	Next regular payday	Yes	No	
Connecticut	Next business day	Next regular payday	No	No	
Delaware	Next regular payday	Next regular payday	No	No	
Next regular payday or 7 business days whichever					
DC	Next business day	earlier	No	No	
Florida	No provision	No provision	No	No	
Georgia	No provision	No provision	No	No	
Next regular payday or if 2 weeks notice given -					
Hawaii	Immediately	immediate	No*	No	*if claim filed with Dept of Labor within a year of term date, then Yes.
Idaho	Next regular payday	Next regular payday	No	No	
Illinois**	Next regular payday	Next regular payday	Yes	No	
Indiana**	Next regular payday	Next regular payday	Yes	No	
Iowa	Next regular payday	Next regular payday	No	No	
Kansas	Next regular payday	Next regular payday	No	No	
Kentucky	Next regular payday	Next regular payday	No	No	
Louisiana**	Next regular payday	Next regular payday	Yes	No	
Maine**	Next regular payday	Next regular payday	Yes	No	
Maryland	Next regular payday	Next regular payday	No	No	
Massachusetts**	Immediately	Next regular payday	Yes	No	
Michigan	Immediately	Next regular payday	No	No	
Minnesota	Immediately	Next regular payday	No	No	
Mississippi	No provision	No provision	No	No	
Missouri	Immediately	No provision	No	No	
Montana	Immediately	Next regular payday	No	No	
Nebraska	Immediately	Next regular payday	No	No	
Next regular payday or 7 days after term whichever					
Nevada	Immediately	is earlier	No	No	
New Hampshire	72 hours	Next regular payday	No	No	
New Jersey	Next regular payday	Next regular payday	No	No	
New Mexico	5 working days	Next regular payday	No	No	
New York	Next regular payday	Next regular payday	No	No	
North Carolina	Next regular payday	Next regular payday	No	No	
North Dakota**	Next regular payday	Next regular payday	Yes	No	
Ohio	No provision	No provision	No	No	
Oklahoma**	Next regular payday	Next regular payday	Yes	No	
Oregon	Next business day	5 working days	No	No	
Pennsylvania	Next regular payday	Next regular payday	No	No	
Rhode Island**	Next regular payday	Next regular payday	Yes	No	Yes = if over 1 year of service
South Carolina	Next regular payday	Next regular payday	No	No	
South Dakota	5 working days	Next regular payday	No	No	
Tennessee	Next regular payday	Next regular payday	No	No	
Texas	6 working days	Next regular payday	No	No	
Utah	24 hours	Next regular payday	No	No	
Vermont	72 hours	Next regular payday	No	No	
Virginia	Next regular payday	Next regular payday	No	No	
Washington	Next regular payday	Next regular payday	No	No	
West Virginia**	72 hours	Next regular payday	Yes	No	
Wisconsin	Next regular payday	Next regular payday	No	No	
Wyoming**	5 working days	5 working days	Yes	No	

\*\* PTO and/or FHL payout